Scottish Parliamentary Corporate Body

DRAFT GAELIC LANGUAGE PLAN

2023-28

Foreword

Foreword by the Presiding Officer to be added to final document

TABLE OF CONTENTS

Introduction

The Scottish Parliament is made up of 129 Members of the Scottish Parliament (MSPs). One of the 129 MSPs is elected by the others to serve as the Presiding Officer; another two MSPs are elected as Deputy Presiding Officers.

The Scottish Parliamentary Corporate Body (SPCB) is a statutory body provided for by the Scotland Act 1998 and consists of five members – the Presiding Officer, who chairs the Body, and four Members elected by the Parliament.

The Scottish Parliament elects the members of the Scottish Parliamentary Corporate Body, who are then accountable to the Scottish Parliament for providing the staff, accommodation and services required by the Parliament to carry out its work.

The SPCB employed 536 members of staff and had a net operating cost of £120.4M in 2021-22.[1] It is based in the Scottish Parliament building in Edinburgh. For more information, see the SPCB pages on the Scottish Parliament website.

The legislative and other functions of the Scottish Parliament are distinct from the administrative functions of the SPCB. This Plan relates to the SPCB and not to the Scottish Parliament. Provision for the use of languages in the business of the Parliament is set out in the Standing Orders (See 7.1), which are available online. More detail of how services will be provided is set out in the SPCB's Language Policy.

THE GAELIC LANGUAGE (SCOTLAND) ACT 2005 AND THE ISSUING OF NOTICE

The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language.

One of the key features of the 2005 Act is the provision enabling Bòrd na Gàidhlig to require a public authority to prepare a Gaelic Language Plan. This provision was designed to ensure that the public sector in Scotland plays its part in creating a

---

[1] Spcb-annual-report-and-accounts-2021-22.pdf (parliament.scot)

sustainable future for Gaelic by raising the status and profile of the language and creating practical opportunities for its use.

This document is the SPCB's Gaelic Language Plan, prepared within the framework of the Gaelic Language (Scotland) Act 2005. It sets out how we will use Gaelic in the operation of our functions, how we will enable the use of Gaelic when communicating with the public and key partners, and how we will promote and develop Gaelic.

The SPCB's Gaelic Language Plan has been prepared in accordance with statutory criteria set out in the 2005 Act, and having regard to the National Gaelic Language Plan and the Guidance on the Development of Gaelic Language Plans.

APPROVAL OF THE SPCB'S GAELIC LANGUAGE PLAN

The SPCB's Gaelic Language Plan was approved by Bòrd na Gàidhlig on DATE TBC.

CONSULTATION ON THE SPCB'S DRAFT GAELIC LANGUAGE PLAN

The 2005 Act requires public authorities to bring the preparation of their Gaelic Language Plans to the attention of all interested parties.

We will do this in the following ways:

- By posting the draft Gaelic plan on our website
- By a news release to the media, including the Gaelic media
- By social media including both corporate and Gaelic accounts
- By direct emails to Gaelic groups
- Through the Parliament's e-newsletter, our BSL newsletter and other newsletters
- Through internal communications including our Intranet and Corporate Bulletin
- Printed copies of the draft plan will be available on request

SUMMARY OF GAELIC IN SCOTLAND

The SPCB recognises that Gaelic is an integral part of Scotland's heritage, national identity and cultural life. The SPCB is committed to the objectives set out in the National Gaelic Language Plan and has put in place the necessary structures and initiatives to ensure that Gaelic has a sustainable future in Scotland.

The SPCB recognises that the position of Gaelic is extremely fragile and if Gaelic is to be sustainable and vibrant, increasingly used and respected in Scotland, a concerted effort on the part of government, the public and private sectors, community organisations and individual speakers is required to:

- enhance the status of Gaelic
- promote the acquisition and learning of Gaelic
- encourage the increased use of Gaelic.

GAELIC WITHIN THE SPCB'S AREA OF OPERATION

The SPCB's area of operation is all of Scotland. It therefore follows that all Scotland's Gaelic speakers and Gaelic communities, both geographical communities and communities of interest, are within the area in which the SPCB operates.

In this section, we use data from the 2011 census as the most current available and will review once 2021 census data becomes available.

The total number of people recorded as being able to speak and/or read and/or write and/or understand Gaelic in the 2011 Census was 87,056 (1.7% of the Scottish population). Of these, the total number of people who could speak Gaelic was 57,602 (1.1% of the Scottish population). While the number of Gaelic speakers declined overall in the last Census, the number of people able to speak and also read and write Gaelic increased between 2001 and 2011, reflecting a growth in Gaelic literacy and growing numbers of Gaelic learners. The number of people under the age of 25 able to speak Gaelic also increased between 2001 and 2011.[2]

Census 2011			Scotland
With any Gaelic skill (age 3+)	**87,056**	**1.7%**	**of Scotland's population**
people who can speak Gaelic	57,602	1.1%	of Scotland's population
		66.2%	of those with a Gaelic skill
speakers who can read Gaelic	38,636	67.1%	of those who can speak Gaelic
Gaelic-literate speakers	32,418	56.3%	of those who can speak Gaelic

source: NRS table
AT_234_2011

Gaelic speakers are spread throughout Scotland. Of the Gaelic speakers identified in the 2011 Census, just over half lived in the Highland counties (the Highland Council, Argyll and Bute Council and Comhairle nan Eilean Siar areas) and just under half in the Lowland counties. In addition to the Gaelic speakers living in traditional Gaelic communities, there is a high degree of urbanisation within the Gaelic speech community, with large concentrations of Gaelic speakers living in Greater Glasgow, Edinburgh, Inverness and Aberdeen. The distribution of Gaelic speakers nationally can be seen in the following map, provided by Bòrd na Gàidhlig, which shows both the percentages and the overall numbers of speakers in different areas.

---

[2] http://www.scotlandscensus.gov.uk/documents/analytical_reports/Report_part_1.pdf

Luchd-labhairt Gàidhlig 2011 Gaelic speakers

- ≤1.125% (cuibheas nàiseanta : national average)
- <15%
- <50%
- 50%+ le labhairt Ghàidhlig : with Gaelic speaking ability

a rèir Aonadan Rianachd Ionadail, Ìre 1
by Local Administrative Units, Level 1

Cuilbh a rèir 97 gu 14,066 luchd-labhairt Gàidhlig
Columns according to number of Gaelic speakers 97 to 14,066
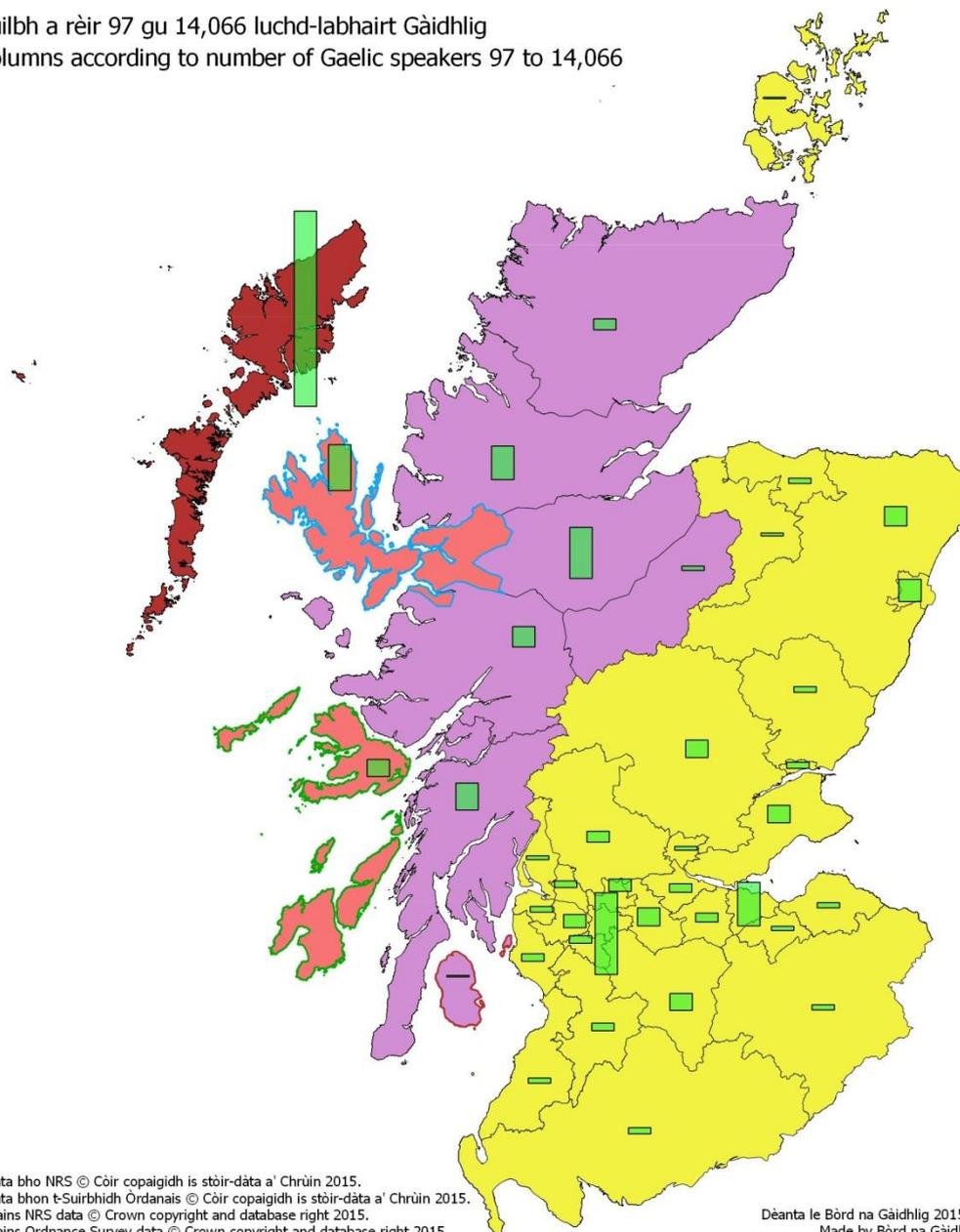
There is no authoritative figure as to the number of non-fluent adult learners, however, there is currently a great deal of interest in Gaelic learning as demonstrated by levels of interest in the multimedia SpeakGaelic course and the Duolingo Scottish Gaelic. To date, some 1.5m people have downloaded Scottish Gaelic Duolingo with 451k active learners being reported.[3]

Additionally, the 2021 Scottish Social Attitudes Survey has shown an increase in the number of people knowing any Gaelic at all. Between 2012 and 2021, the proportion of those able to speak at least the odd word of Gaelic in this large, representative survey has increased twofold from 15% to 30%.[4]

There are substantial numbers of children in Gaelic education, both Gaelic-medium education (GME) and Gaelic learner education (GLE) throughout Scotland. The full figures for GME and GLE are shown below.

The following map overleaf, provided by Bòrd na Gàidhlig, shows the distribution of GME nurseries, units and schools throughout Scotland. As can be seen, GME provision is not confined to the Highlands but is available at various levels in cities and towns in central and eastern Scotland. GME is currently delivered by 15 local authorities.

---

[3] The world's best way to learn Scottish Gaelic - Duolingo, accessed 12/12/2022

[4] https://www.gaidhlig.scot/en/news/SSAS/

		Nurseries
Nursery	52	
2020-21	995	children (anticipated by year end)
	136	Staff FTE
Primary	61	primaries
2020-21	3,801	pupils
	238	Teachers FTE
Secondary	32	secondaries
2020-21	1,476	pupils
	23	subjects
	110	teachers

source: Bòrd na Gàidhlig, Dàta Foghlaim Ghàidhlig 2020-21

Foghlam tron Ghàidhlig 2020-21 Gaelic Medium Education

Bun-sgoil Ghàidhlig — GME primary school

Bun-sgoil le sruth FtB — GME primary with English stream

Bun-sgoil le sruth FtG — Primary school with GME stream

Le sgoil-àraich FtG na cois — With associated GME nursery

FtG aig S1/2/3 gu h-ionadail — GME in S1/2/3 delivered locally

Comhairle le FtG a-ghnàth — Local authority with regular GME
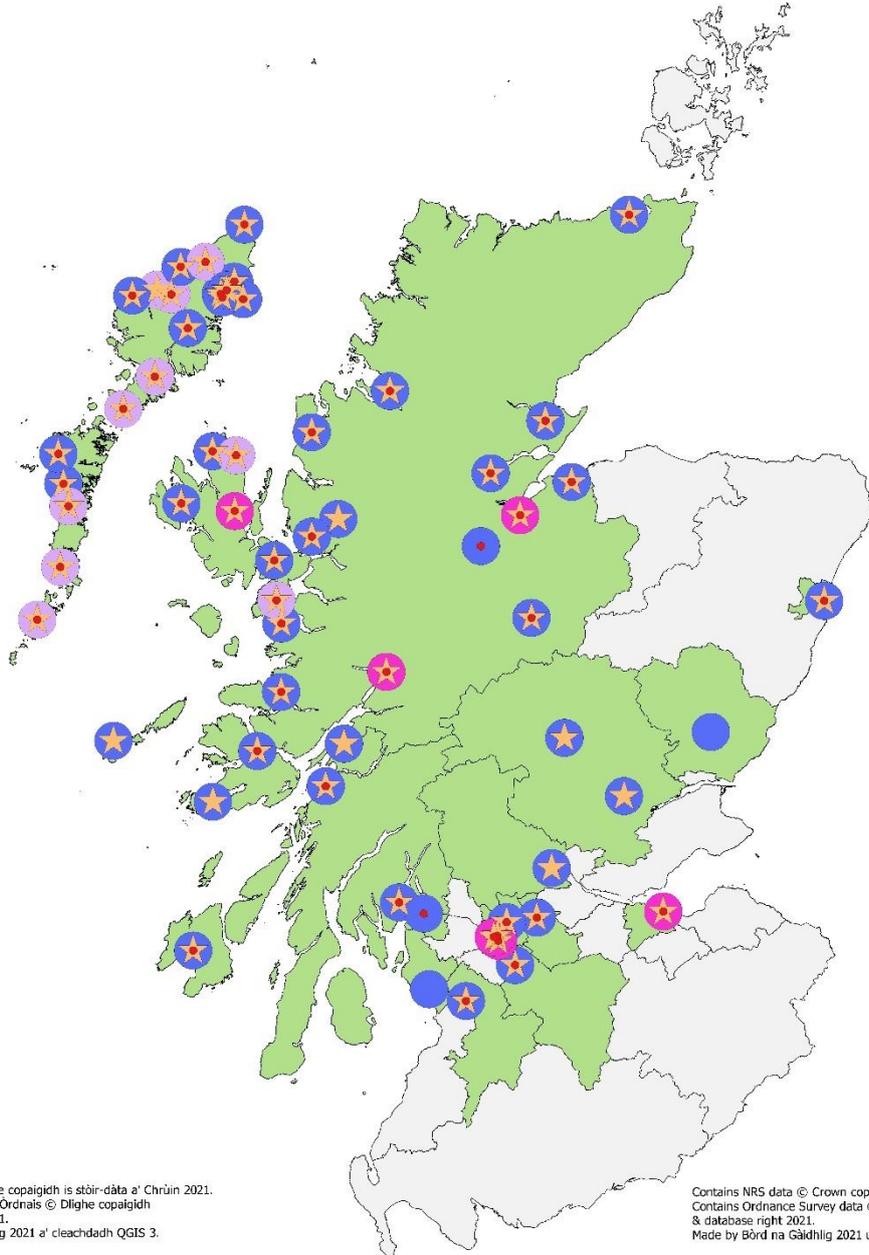
Primary (GLPS classes)	13	council areas
2015-16	127	primaries
	7,029	pupils
	162	school staff teaching GLPS
	24	schools with peripatetic teacher
Primary (other instruction)	7	council areas
2015-16	28	primaries
	3,195	pupils
Secondary	7	council areas
2016-17	28	secondaries
	3,195	pupils
	56	teachers

Source: Bòrd na
Gàidhlig Dàta
Foghlaim Ghàidhlig
2020-21

Given this backdrop, it can be expected that the trends of increased literacy, increase in numbers of fluent learners and increase in GME will continue, leading to greater demand for services.

Gaelic organisations, Gaelic community groups and Gaelic for Adults opportunities

As the SPCB's area of operation is all of Scotland, all of Scotland's Gaelic organisations, community groups and Gaelic for Adults opportunities are within the area in which we operate. These include the Gaelic development agencies Bòrd na Gàidhlig and Comunn na Gàidhlig and broadcasters MG Alba. Groups with a focus on Gaelic culture include an Comunn Gàidhealach, organisers of the Royal National Mòd, Fèisean nan Gàidheal which supports the development of community-based Gaelic arts tuition festivals and Ceòlas which promotes Gaelic language and culture in Uist.

Gaelic community groups include Comann nam Pàrant, which represents the interests of parents whose children are educated through the medium of Gaelic, local branches of an Comunn Gàidhealach and local Gaelic groups such as Gaelic in the Borders.

A variety of Gaelic for Adults opportunities are available and details of these are available in the LearnGaelic.Scot website. Learning opportunities are offered by various providers such as Sabhal Mòr Ostaig in Skye, and UHI Outer Hebrides, the

universities of [Aberdeen](#), [Edinburgh](#) and [Glasgow](#) and various local authorities and community groups. Learning app [Duolingo](#) is available in Scottish Gaelic and [SpeakGaelic](#) is a new multimedia course produced in partnership between the BBC, Bòrd na Gàidhlig, MG ALBA and the Scottish Government.

The SPCB works with a range of Gaelic agencies, community groups and Gaelic for Adults providers.

Attitudes to Gaelic

There is an interest in Gaelic among many non-Gaelic speakers. The Scottish Social Attitudes recently explored explores public attitudes towards Gaelic in Scotland.[5] The study carried out in 2021 found for example that of the representative sample of 1,365 people aged 18 and over across Scotland, 79% of respondents agreed that Gaelic is important to Scotland's cultural heritage and 88% believed it is important to the cultural heritage of the Highlands and Islands.

It also reports that there has been a shift towards more positive attitudes regarding the language in a range of areas, including views on Gaelic education, the importance of Gaelic to one's own cultural heritage, public spending on Gaelic, and the future of Gaelic.

The study also found that being younger (those aged 18-29), having greater knowledge of and greater exposure to Gaelic are all associated with more supportive attitudes towards Gaelic across the range of topic areas presented above.

This follows an earlier study in 2011 by TNS-BMRB for the Scottish Government's Culture, External Affairs and Tourism Analytical Unit, in conjunction with Bòrd na Gàidhlig.[6] The study found that, although 87% of those interviewed (1,009 in total) had no knowledge of Gaelic, 81% agreed that "it is important that Scotland does not lose its Gaelic traditions", 62% that "Gaelic should be supported and encouraged throughout Scotland" and 65% that "more should be done to encourage and promote Gaelic in Scotland".

History of Gaelic

Although we often think of Gaelic as a language associated with the Highlands and Islands, it was once widely spoken as an indigenous language throughout virtually all of what is now Scotland, other than Orkney and Shetland, and was the majority language of Scotland into the late medieval period. This is evidenced in place names, for example, as can be seen in the following map. In the late medieval

---

[5] https://www.gaidhlig.scot/en/news/SSAS/

[6] http://www.gaidhlig.scot/wp-content/uploads/2016/12/West-Graham-2011-Beachd-a-phobail-CR11-01-Public-attitudes.pdf

period, a Highland/Lowland split came about, with Gaelic then being consolidated as the language of the Highlands, and retreating in the Lowlands. In the Lowlands, Gaelic survived longest in the south west.

Gaelic retained its status as the principal language of the Highlands until the 19th and 20th centuries. In 1500 about half Scotland's population were Gaelic speakers, and in 1650 around one third. By the 19th century, due to migration from the Highlands, Gaelic became widely heard in the towns and cities of the Scottish Lowlands.

Efforts to sustain and develop Gaelic have been taking place since the late 1870s but gained momentum particularly from the 1980s onwards with the foundation of Gaelic-medium education, the establishment of Gaelic television and the passing of the Gaelic Language (Scotland) Act in 2005.

Alba

Taghadh de dh'ainmean-àite bhon Ghàidhlig

Airson tuilleadh air na h-ainmean seo, feuch
an stòr-dàta air www.ainmean-aite.org.

Scotland

A selection of Gaelic-derived place-names

For more on these names, consult the
database on www.gaelicplacenames.org.

Srathaidh
Strathy
'strath-place'

Allt nam Breac
Altnabreac
'the burn of trout'

Loch an Inbhir
Lochinver
'the loch of the river mouth'

Dòrnach
Dornoch
'pebble-place'

Loch nam Madadh
Lochmaddy
'the loch of the (sea-rocks called) dogs'

Magh an Fhùcadair
Maggieknockater
'the field of the cloth fuller'

Eilean
Ellon
'island'

Cinn t-Sàile
Kintail
'sea's end'

An Ceathramh Mòr
Kirriemuir
'the big quarter (of land)'

Inbhir Bhiorbhaidh
Inverbervie
'the confluence of the Bervie'

Àird nam Murchan
Ardnamurchan
'the headland of the seals'

Taigh an Droma
Tyndrum
'the house of the ridge'

Marc-Innis
Markinch
'horse-haugh'

Comar nan Allt
Cumbernauld
'the confluence of the burns'

An Garbh-Allt
Garvald
'the rough burn'

Bruthach a' Chladaich
Bruichladdich
'the brae of the shore'

An t-Seanchair
Sanquhar
'the old fort'

Dùn Iubhair
Dunure
'yew-fort'

Dùn Phris
Dumfries
'copse-fort'

Machair Ghall-Ghàidhealaibh
The Machars
'the lowland of Galloway'

INTERNAL GAELIC CAPACITY AUDIT

Linguistic capacity of the authority

This survey will be conducted in parallel to the consultation and inform the final version of the plan.

Inventory of existing Gaelic materials and signage

Existing Gaelic provision is contained in the [previous edition](#) of our Gaelic Language Plan and also within the commitments section of this edition of the Plan.

Assessment of the translation and interpretation capacity

The SPCB has a dedicated contract for Gaelic translation and also has an internal translation and proofreading capacity through our post of Gaelic Development Officer. The SPCB also has access to Gaelic interpreting through our main contract for Translation, Interpreting and Transcription. The Scottish Parliament has hard-wired simultaneous translation equipment in the Chamber and in some of the committee rooms and also owns a set of simultaneous translation equipment which was purchased during the period of the first edition of our Gaelic Language Plan, with financial support from Bòrd na Gàidhlig.

Maintaining data on Gaelic capacity

We will maintain data on our Gaelic capacity through surveys of our linguistic profile twice a session and through the statistics we produce for our annual reports to Bòrd na Gàidhlig on the implementation of our Gaelic Language Plan.

THE GAELIC LANGUAGE PLAN IN THE CORPORATE STRUCTURE

This Plan is the policy of the SPCB.

POSITION WITH OPERATIONAL RESPONSIBILITY OVER THE PLAN

The senior officer with operational responsibility for overseeing preparation, delivery and monitoring of the SPCB's Gaelic Language Plan is:

Sally Coyne
Head of Outreach Services
The Scottish Parliament
Edinburgh
EH99 1SP

0131 348 5393
Sally.Coyne@parliament.scot

POSITION WITH DAY-TO-DAY RESPONSIBILITY OVER THE PLAN

The officer with operational responsibility for the day-to-day operation of the SPCB's Gaelic Language Plan is the Gaelic Development Officer. Questions about the day-to-day operation of the Plan should be addressed to:

Mark McNeilly   /Alasdair MacCaluim/
Gaelic Development Officer
Outreach Services
The Scottish Parliament
Edinburgh
EH99 1SP

0131 348 5395
gaidhlig@parliament.scot

GROUP OVERSEEING DEVELOPMENT, IMPLEMENTATION AND MONITORING OF THE PLAN

The plan is developed by SPCB staff and approved by the SPCB for submission to BnG.

It is monitored by SPCB staff with reports to the Leadership Team chaired by the Chief Executive every quarter.

Annual reporting to BnG by the Chief Executive takes place and is published on our website.

An organisational chart and further information about the corporate structure of the SPCB is available on the [Parliamentary staff offices](#) section of our website.

INDIVIDUAL STAFF MEMBERS

We will inform staff of their duties under the Plan through:
- general internal communications (including the Corporate Bulletin, Intranet)
- Gaelic Language Plan commitments captured in office plans, ensuring that they are taken forward by the relevant office heads and communicated to their teams
- providing and promoting Gaelic awareness training, particularly through tailored sessions for individual teams
- the implementation of the measures in the Mainstreaming Gaelic section that follows.

SERVICES DELIVERED BY THIRD PARTIES AND ARM'S-LENGTH ORGANISATIONS

Various measures in this edition of the Gaelic Language Plan will ensure that those who deliver services/goods on behalf of the SPCB are, where relevant, aware of and will adhere to the commitments of the Plan:

- Offering Gaelic-related training to contractors so that they can understand the Parliament's expectations of their work with regard to Gaelic. This includes those who work on site (e.g. catering, crèche, cleaners, porters) and those who provide services such as design, marketing and IT system development.
- Working with our Procurement team to identify opportunities to build Gaelic requirements into contracts ahead of the tendering process. Specifically, consider design, marketing and web development.
- Working with our onsite contractors to ensure that their signage is in line with the SPCB's commitments to bilingual signage in public areas (café and creche).

OFFICEHOLDERS

The SPCB supports independent officeholders. An officeholder is a person who has been appointed to a public position.

There are currently 7 officeholders:
- Commissioner for Ethical Standards in Public Life in Scotland
- Scottish Biometrics Commissioner
- Scottish Commissioner for Children and Young People
- Scottish Human Rights Commission
- Scottish Information Commissioner
- Scottish Public Services Ombudsman
- Standards Commission for Scotland

Their terms and conditions of appointment and annual budget are set by the SPCB.

We are including the following commitment to support the Officeholders:

- Provide advice and assistance relating to Gaelic if requested by the Officeholders supported by the SPCB
- Offering our Gaelic awareness training sessions and other Gaelic sessions to the Officeholders and their staff.

PLANNING AND POLICY IMPLICATIONS FOR GAELIC

MAINSTREAMING GAELIC

The SPCB is committed to the normalisation principle which aims to include Gaelic as an everyday part of Scottish life.

In the formation, renewal and monitoring of policies, the SPCB will consider the commitments made in this Gaelic Language Plan and ensure that the impacts on Gaelic will be in line with the National Gaelic Language Plan.

The SPCB normalises Gaelic in various ways as seen below and we will continue to normalise Gaelic:

- Publishing regular compliance reports to our Leadership Team and BnG
- Staff and MSP engagement and training activities
- Ensuring that current and future needs with regard to Gaelic are included in corporate workforce planning
- Including Gaelic Language Plan commitments in office plans
- Working with our Procurement team to identify opportunities to build Gaelic requirements into relevant contracts before the tendering process
- Building Gaelic into our public facing services and activities.
- Including Gaelic in forms, policies and publications that we produce.

THE NATIONAL GAELIC LANGUAGE PLAN

The central purpose of the National Plan for Gaelic is to encourage and enable more people to use Gaelic more often and in a wider range of situations. The key messages, aims, priorities and commitments contained in the Plan all contribute to achieving this increased use of Gaelic. Principal amongst these are the following:

- Gaelic belongs to the whole of Scotland
- Promoting a positive image of Gaelic
- Increasing the learning of Gaelic; and
- Increasing the use of Gaelic.

The priority areas are as follows:

Increasing the use of Gaelic	Increasing the learning of Gaelic	Promoting a positive image of Gaelic
- Initiatives which promote the use of Gaelic in homes and communities - Initiatives which promote the use of Gaelic by young people - Gaelic in traditional and new media • Gaelic in the arts, publishing and creative industries - Gaelic Language - Gaelic in the workplace - Gaelic use in heritage, tourism, food and drink, environment and leisure - Initiatives which strengthen language richness, relevance and consistency - Initiatives promoting links with Gaelic abroad and with minority languages	- Gaelic in the family - Gaelic medium workforce recruitment, retention, training and supply - Resources and support for learning - Gaelic in Early Learning and Childcare (ELC) - Gaelic medium education (GME) in primary and secondary schools - Gaelic learner education (GLE) in primary and secondary schools - Gaelic in Higher and Further Education - Adult Gaelic learning	- Support for Gaelic from the Scottish Government, Parliament and wider political support - Gaelic Language Plans implemented by public authorities (local authorities and public bodies) - Promoting a positive image of Gaelic and raising awareness through: Gaelic media and other media Gaelic education at all levels, and Gaelic arts - Promoting the social, economic and cultural value of Gaelic - Positive messages about Gaelic, bilingualism, and about diversity and inclusion

COMMITMENT TO THE PRIORITY AREAS OF THE NATIONAL GAELIC LANGUAGE PLAN

The SPCB is committed to ensuring that the National Gaelic Language Plan is implemented.

INCREASING THE USE OF GAELIC

Rationale:
The SPCB recognises that the increased use of Gaelic strengthens the community of speakers and contributes to its confidence. This expands opportunities for Gaelic and Gaelic users, thus increasing awareness and the profile of the language. Our Plan outlines the steps we will take to encourage the increased use of Gaelic and to help create a supportive environment for increased use of Gaelic.

INCREASING THE LEARNING OF GAELIC

Rationale:
The SPCB recognises that Gaelic learning is of critical importance for the future of the language. Our Plan outlines the steps we will take to promote Gaelic within our education and other services and create a supportive environment for increasing Gaelic learning across Scotland.

PROMOTING A POSITIVE VISION OF GAELIC

Rationale:
The SPCB recognises that the promotion of a positive image of Gaelic is critical to strengthening the appeal and status of Gaelic in Scotland and abroad. This depends on users and nonusers alike. Our Plan outlines the steps we will take to make Gaelic visible and to promoting a positive image for Gaelic.

PLAN COMMITMENTS

HIGH-LEVEL COMMITMENTS

The SPCB has received the following draft priorities from Bòrd na Gàidhlig which we used in forming our plan commitments.

Strategic Priorities: The Scottish Parliament Corporate Body

Bòrd na Gàidhlig seeks to provide further support to public authorities who are preparing Gaelic language plans by working together to agree overall strategic priorities for the development of their respective plans to further growth of the use of Gaelic, the learning of Gaelic and to promote a positive image of the language.

Bòrd na Gàidhlig has set out draft high-level priorities to inform our plan and help meet the national priorities to grow the use and learning of Gaelic and to promote its positive image. These were discussed with the Bòrd on 5 October 2022. Our plan develops these priorities for the consideration of the Bòrd as set out below. In the main, revisions to wording reflect a change of emphasis rather than a change to the substantive priority:

National Plan Priority and draft SPCB priorities	Proposed SPCB Plan Priorities
Increasing the use of Gaelic by	Increasing the use of Gaelic by:
• Increasing the knowledge and awareness of Members of the Scottish Parliament of Gaelic	Increase the knowledge and awareness of Members of the Scottish Parliament of Gaelic and our commitments in this plan.
• Increasing the use of Gaelic with users of the Parliament	Promoting the use of Gaelic and our Gaelic services to staff, the public and our stakeholders.
Increasing the learning of Gaelic by:	Increasing the learning of Gaelic by:
• Ensuring that all school resources created are made available bilingually	Continuing our work to support schools in delivering democracy-based learning in Gaelic through the provision of sessions and resources available bilingually and in Gaelic.
• Increasing the opportunities for adult learners to engage with the Parliament (using Gaelic)	Continuing to promote our work in Gaelic to adult learners of the language and offering engagement opportunities as part of this
Promoting a positive image of Gaelic by:	Promoting a positive image of Gaelic by:

• Increasing the number of roles where Gaelic is a desirable skill	Including having Gaelic as an essential or desirable skill where relevant and appropriate.

Helping staff and MSPs increase their Gaelic skills.

Continuing to focus on addressing diversity issues, seeking to increase representation of underrepresented groups in our public engagement and recruitment work. |

COMMITMENTS

In its statutory Guidance on the Development of Gaelic Language Plans, Bòrd na Gàidhlig notes that creating the right environment for the use of Gaelic in public life is one of the key components of language regeneration.

The Bòrd has identified core areas of service delivery that it wishes public authorities to address when preparing Gaelic Language Plans, and specific functions or actions that can be taken in each area.

Area	Function
Visibility	Corporate identity
	Signage
Staffing	Advertising of posts
	Recruitment of Gaelic speakers
	Gaelic language learning
	Gaelic awareness training
	Encouraging the use of Gaelic in the workplace and internal communication
Day-to-day Operations	Telephone service
	Written correspondence
	Forms
	Frontline services to the public
	Public meetings
Communications	Media and public relations
	Printed materials
	Website and social media
	Events and exhibitions
Corpus	Adhere to the Gaelic Orthographic Conventions
	Observation of correct place names
	Translating and interpreting service standards

In this section, our commitments are structured according to these headings and also under two additional headings, Mainstreaming and Supporting Parliamentary Business.

CP in the tables below signifies Current Practice.
GLP3 references commitments being carried forward to GLP4 or which have been adapted since GLP3

VISIBILITY

Rationale:
The presence of Gaelic in the corporate identity and signs in a public authority greatly enhances the visibility of the language, increases its status and makes an important statement about how Gaelic is valued and how it is given recognition. Developing the use of Gaelic through our public facing work such as signage, forms, webpages and publications can also enrich speakers' vocabulary, raise public awareness of the language and contribute to its development.

> **The SPCB recognises the importance of extending the visibility of Gaelic and enhancing its status.**

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
Corporate logo									
1		Add further information to the brand guidelines on the use of Gaelic and other languages and include guidance on "equal respect" for Gaelic visually.			✓				PCO
CP	Visible and audible normalisation of Gaelic as a core element of the SPCB's identity and signage	The SPCB's logo is bilingual	✓						
CP		Any new logos or developments of existing logos will include Gaelic. Gaelic and English will be treated on a basis of equal respect.	✓						PCO
CP		Use of Gaelic is built into the Corporate Brand Guidelines	✓						PCO
Signage									
CP	Visible and audible normalisation of Gaelic as a core element of the SPCB's identity and signage	Bilingual permanent and temporary signs are provided at the Holyrood building: signage on the exterior of the building; signage in reception area, visitor information and public information signage; directional signage; and signage naming departments and offices along the public tour route inside the building; signage for lifts, toilets, public telephones, eating facilities. Signs are produced on the basis of equal respect, e.g. by using the same font size for Gaelic as for English.	✓						FM PCO
CP		Any lanyards issued with written text will be bilingual.	✓						VS
CP		Work with our on-site contractors to ensure their signage is in line with the	✓						FM

		Parliament's commitments to bilingual signage in the public areas. (Crèche and Café)			

STAFFING

Rationale:

In order to deliver services through the medium of Gaelic, it is necessary to develop the requisite job skills and language skills of staff. The provision of language training for staff helps promote adult Gaelic learning and promotes Gaelic as a useful skill in the workplace. The identification of jobs in which Gaelic is a designated skill will contribute greatly to the status of the language and to identifying it as a positive skill to acquire. This is reflected in the inclusion of Gaelic in our workforce planning work.

The use of Gaelic in advertising also helps recognise that Gaelic should be used in public life and that Gaelic users have an important role to play within a public authority.

> **The SPCB recognises the importance of seeing Gaelic as an important job skill and of identifying situations in which its use is essential or desirable. The SPCB also recognises the importance of enabling staff to develop their Gaelic skills if they wish to do so.**

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
Advertising of Posts									
CP	The SPCB recruitment policy ensures that there are sufficient Gaelic speakers in the organisation.	Bilingual strapline on the careers site to explain that applications from Gaelic speakers are welcome	✔						P&C
Recruitment of Gaelic speakers									
2 CLP 3		Investigate participating in accredited youth employment and training initiatives.		✔					P&C Outreach
3		Actively promote the available job opportunities to the Gaelic community via our Gaelic comms channels.		✔					Outreach
4		Investigate the addition of question re Gaelic speaker (and other languages)			✔				P&C

		into recruitment diversity monitoring forms. Purpose to gather data on whether we are attracting applications from Gaelic speakers.							Outreach
CP		Continue to require Gaelic for Gaelic Development Officer post and for one Education Officer job	✓						Outreach (P&C)
CP		Ensure that current and future staffing needs with regards to Gaelic are included in corporate workforce planning.	✓						P&C Outreach
Gaelic language learning									
5	SPCB staff supported to learn Gaelic and given opportunities to use Gaelic skills at work	Develop internal strategy for supporting Gaelic learners, considering possibility of conversation group, provision for Duolingo learners etc.			✓				Outreach
CP		Provide assistance to staff who wish to learn Gaelic and provide information about classes and courses. Continue to offer available places to staff on Cùrsa-inntrigidh	✓						Outreach P&C
Gaelic Awareness training									
CP	SPCB staff supported to learn Gaelic and given opportunities to use Gaelic skills at work	Continue to offer a range of Gaelic training opportunities to staff, MSPs and their staff. Based on our Gaelic 1,2,3 programme: Gaelic 1: Gaelic Awareness, Gaelic 2: Speak a Little and Gaelic 3: Using your Gaelic in the Scottish Parliament. Gaelic 1: Gaelic Awareness to be mandatory for public facing staff and supported by bespoke focus on relevant, simple Gaelic greetings and responses to answer simple questions about Gaelic in the Scottish Parliament.	✓						Outreach
6		Grow our current practice to explore the following: • Offer tailored Gaelic awareness/basic Gaelic courses to teams based on their specific requirements. Could include mini-basic Gaelic/Gaelic awareness sessions for team meetings.	✓	✓	✓	✓	✓	✓	Outreach CE PCO FM BIT All offices

		• Gaelic awareness training to be offered to SPCB supported Officeholders and their staff • Spaces on our Gaelic Awareness training may be offered to staff from other public bodies. • Explore with MSPs what other resources might be appropriate, such as bespoke short Gaelic sessions • Continuing to offer training to contractors appointed to appropriate contractors, so that they can understand the Parliament's expectations of their work with regards to Gaelic. This training should also be made available to relevant contract managers. Examples of suitable contracts would be Design, Marketing, IT System Development and Catering • Continuing to offer Gaelic training sessions to on-site contractors (e.g. catering, crèche, cleaners, porters) and on-site Police Scotland staff before considering how we might open up out training to contractors more widely.								
CP		Publicise resources available to support MSPs in using Gaelic (e.g. Abair Beagan and Sgrìobh Beagan) via regular communications to MSPs.	✓							POs Office P&C Outreach
CP		Offer advice to staff development education and engagement activities, specifically mainstreaming the approach within the Outreach Services team.	✓							Outreach
Identifying Gaelic speaking staff										
7	Public and colleagues aware of Gaelic speaking staff	Take part in the #Cleachdi scheme with Gaelic speaking staff being offered #Cleachdi lanyards, stickers and posters to show that they are Gaelic speakers		✓						Outreach P&C

DAY-TO-DAY OPERATIONS

Rationale:

The use of Gaelic at the initial point of contact that members of the public have with a public authority increases the visible and audible presence of the language, and contributes to the sense that the use of Gaelic is possible and welcome. In addition to raising the profile of the language, it creates opportunities for its practical use and encourages members of the public to use Gaelic in subsequent dealings with the public authority. Indeed, this is why the first entry point visual for visitors to the Scottish Parliament is bilingual in its welcome.

The same applies to interactions in Gaelic by mail, email and telephone. The presence of Gaelic in a wide range of bilingual forms and Gaelic-only forms can also greatly enhance the visibility and prestige of the language. The preparation of Gaelic forms, applications and similar documents can also assist in expanding the range of Gaelic terminology and the awareness of the Gaelic-speaking public of such terminology, thus helping the development of the language itself.

The SPCB recognises the importance of creating opportunities for the practical use of Gaelic in a wide range of everyday situations and is committed to increasing its level of provision in this area.

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
Telephone correspondence									
CP	The SPCB welcomes and encourages telephone communication in Gaelic	Callers may contact the Parliament by phone in Gaelic.	✓						Outreach
CP		How to contact the parliament in Gaelic is publicised on public information publications.	✓						PIR
Written correspondence									
8	The SPCB welcomes and encourages written communication in Gaelic	Investigate new ways to publicise that the Scottish Parliament welcomes correspondence in Gaelic (e.g. in correspondence, enquiries, newsletters, publications)		✓					Outreach
9		All offices will be supported and encouraged to use bilingual sign offs for their team members featuring job titles, office titles and Parliamentary address. Guidance on good practice for bilingual signs off will be produced.		✓					Outreach All offices
10		Investigate ways of recording levels of bilingual Gaelic/English correspondence received to monitor update.		✓					Outreach

Ref	Theme	Action							Responsible
CP		Written correspondence in Gaelic is welcomed and replies issued in Gaelic to standard deadlines (mail, email and text). This includes written evidence to committees, public petitions and FOI requests.	✓						
CP		SPCB email footers all include Gaelic	✓						All offices
CP		Bilingual business cards are available for SP staff and MSPs.	✓						FM
Forms									
CP	The SPCB welcomes and encourages the completion of forms in Gaelic	Some forms are available in Gaelic and all forms can be submitted in Gaelic e.g. complaints, job applications We will investigate adding elements of Gaelic to English forms, including where new forms are developed.	✓						All offices
Frontline services to the public									
11		Gaelic and Gaelic related books are stocked in the Scottish Parliament shop		✓					VS
12	Learning about and interacting with the Scottish Parliament promoted in Gaelic	Develop sessions, resources and activities in Gaelic that support the Public Engagement Strategy and support adult learners. These will be supported by a communications plan to promote uptake. Continue to provide sessions in Gaelic about participation in the Parliament.				✓			VS
CP		A procedure is in place to welcome Gaelic speakers at reception	✓						Outreach VS
CP		Outreach education sessions for schools are currently unavailable in Gaelic owing to a recruitment issue. During the life of this plan, we will work on a way forward for our education through Gaelic services.	✓						Outreach
CP		A Gaelic language audio tour is available to visitors and tours or information sessions in Gaelic are available through prior arrangement.	✓						VS Outreach

CP		Keep Gaelic education sessions for schools under review including monitoring uptake and feedback on sessions.	✓						Outreach
CP		Gaelic is mentioned in scripts for Parliamentary tours.	✓						VS
Public meetings									
CP	Enable the use of Gaelic at public meetings	Gaelic simultaneous interpreting can be provided at meetings and events organised on behalf of the SPCB and held at Holyrood or in other locations. This will include allowing Cross Party Groups access to the hardware while remaining within the SPCB rules on support for CPGs with SPCB resource.	✓						Outreach
Participation in Gaelic community									
13	Gaelic events	**<u>In order to develop networks, exchange good practice and continuously improve, the team will:</u>** • Attend Gaelic conferences and events where appropriate to promote the Parliament • Participate in Bòrd na Gàidhlig communications forum, G-mòr, Gaelic community officers forum and other forums as appropriate • Participate in CapitalGaelic the Edinburgh Gaelic initiative to promote our events/provision and create links with other providers of Gaelic services. • Work closely with the Scottish Parliament BSL Development Officer to share good practice on language provision and consider joint projects • Learn from good practice in other legislatures relating to	✓	✓	✓	✓	✓	✓	Outreach

No.	Outcome	Activity							
		language provision, e.g. Senedd Cymru, Northern Ireland Assembly.							

COMMUNICATIONS

Rationale:
The use of Gaelic across communications media can assist Gaelic development in a variety of ways. It helps increase the visibility of the language, it enhances Gaelic's status by being used in high-profile publications, and it can help develop new and enhance existing terminology. The use of Gaelic in the media channels helps demonstrate a public authority's commitment to making important information available through the medium of Gaelic, as well as enhancing the visibility and status of the language. As public authorities are seeing an increase in people accessing information through their websites, including Gaelic online significantly enhances the status and visibility of the language.

> **The SPCB is committed to increasing the use of Gaelic in these areas where the subject matter is of most interest to the general public or relates specifically to Gaelic issues.**

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
Media and public relations									

14	Visible and audible normalisation of Gaelic as a core element in the SPCB's public relations	In line with content strategy and user need which underpins this, consult with the Gaelic community as to the best way to convey news and information about the Parliament that best meets their need. Based on this consultation, we will produce new communications products for the Gaelic community containing news about areas such as parliamentary business, events and engagement. The exact content and format will be decided upon in consultation upon with the Gaelic community. This will replace translation of all news releases with the aim of producing a more attractive and popular news and information product. We will also review the current online offerings – e.g. webpages, blog and social media, to ascertain the best content, formats and channels to reach the Gaelic Community. Channels will be kept under review to ensure that the provision is in line with our priorities and ensuring we are going where the community is based		✓						Outreach Public Info PCO SPICe
15		Produce and deliver a comms plan to promote awareness and uptake of Gaelic services including new communications products/resources		✓						Outreach PCO
16		Provide gist translation of Gaelic news stories relating to Parliamentary business to Committees and colleagues		✓						Outreach
CP		A Gaelic spokesperson is available to the media for interviews in Gaelic	✓							PCO
CP		All marketing materials feature Gaelic through our corporate identity and Gaelic/bilingual versions of marketing materials are produced where appropriate. We always consider how the profile of Gaelic could be raised within the marketing	✓							PCO

		work undertaken by the Parliament online and in print media.							
Printed and online materials									
17		Investigate ways to increase awareness of Gaelic on the exterior of the building for example using the proposed digital screen.		✓					PCO
18		Where information products are available as separate Gaelic versions, we will clearly signpost that a Gaelic version is available and how it can be accessed.		✓					PCO Public Info
19	Visual and audible normalisation of Gaelic and encouraging Gaelic-speakers to use Gaelic in engaging with the Scottish Parliament	We will consider any external or internal requests received to produce Gaelic translations of any documents or publications not available in Gaelic.		✓					Outreach
20		We will develop guide to prioritise translation requests to determine which materials we translate (if not already translated as a matter of course).		✓					Outreach
CP		A wide range of print and online information and educations resources including interactive resources are available in Gaelic, including some bilingual publications. All our education resources are either available bilingually or can be made available on request. We will consider all of this further as we consider how we provide Gaelic education support.	✓						PIR Outreach
CP		Gaelic titles or summaries features in a range of official and other publications, such as the Standing Orders and MSPs' Code of Conduct	✓						Chamber Office Committee Office SPICe Official Report
CP		Produce Scottish Parliament annual report in a bilingual format replacing current separate Gaelic and English versions The production of the Scottish Parliament's Annual Report is currently under review. Should the product / information continue to be produced in some form or other then this will be produced in Gaelic.	✓						PIR PCO
CP		Increase the number of graphic elements incorporating Gaelic e.g. charts, tables, infographics, photographic captions, process charts.	✓						SPICe PCO

CP		A range of publications are published with bilingual titles, summaries and/or forewords to raise the profile of Gaelic. We continue to consider further documents that might include bilingual titles/summaries/forewords.	✓						PCO Other offices as appropriate
CP		Gaelic features in the templates and official records of Parliamentary and SPCB business through bilingual titles or headings. We continue to consider further documents templates/records that might include some Gaelic.	✓						All offices
Website, social media and broadcasting									
21		Produce online sound-files of key Gaelic parliamentary phrases for internal and external use including – signage that visitors might see, constituency/region names, team names, names of Gaelic organisations etc.							Outreach P&C (Intranet)
22		Produce FAQs about Gaelic, and Gaelic in the Parliament for internal and external use							Outreach PCO P&C (Intranet)
23		The SPICe blog will publish Gaelic versions of some posts, prioritising matters which are of the greatest interest to the general public and those which are of particular interest or relevance to Gaelic speakers. We will use our guide to the prioritisation of Gaelic translation to aid this.							SPICe
CP	Increased visibility of Gaelic on the English and Gaelic web-pages and social media, enable Gaelic speakers to learn about and interact with the Scottish	There are a range of web pages in Gaelic on the Scottish Parliament website. We also have webpages in English about the Gaelic service We will consult the Gaelic community about what communications products they would like to see, including on the Gaelic web pages, during the lifetime of this plan. See communications section above.	✓						
CP		There is a [Scottish Parliament Gaelic blog](#) and Gaelic twitter feed @ParlAlba	✓						

	Parliament in Gaelic.	and a [Gaelic Word of the Week](#) feature on Soundcloud. Material in and about Gaelic also regularly appears on the corporate Twitter and other Scottish Parliament social media channels. We aim to grow these in line with corporate targets for social media.							
CP		All videos produced currently use the bilingual corporate identity of the Parliament. The Broadcasting Office uses Gaelic in its production (banners, slides etc) where possible and continues to grow its experience and develop guidance around bilingual videos.							Broadcasting
Events and exhibitions									
24		The Scottish Parliament will participate in Seachdain na Gàidhlig – World Gaelic Week every year.		✓					Outreach PCO
CP	Visible and audible normalisation of Gaelic in SPCB events and exhibitions	The SPCB hosts Gaelic events and exhibitions including: • The SPCB hosts a Gaelic Language day event every other year • The SPCB hosts the final of the Gaelic Schools Debate as a Member-sponsored event (together with a reception for the Cross Party Group on Gaelic) • Gaelic performers feature at major events such as the Opening Ceremony • Captions for artworks displayed in the Parliament are bilingual. • All exhibitions in the Main Hall of the Parliament will have a Gaelic element. Exhibitions arranged by the Scottish Parliament will be fully bilingual. For hosted exhibitions we will liaise with the exhibition organisers to encourage the use of Gaelic within.	✓						Outreach EET PIR

		• Key messages of the Scottish Parliament's Main Hall (permanent) exhibition remaining bilingual with Gaelic also having a high profile presence in the interactive elements. • Identifying ways to embed Gaelic into key Parliamentary engagement events including the Festival of Politics • All Parliament public engagement digital resources which are designed for use in the Main Hall and other public areas of the Parliament and also available online containing English and Gaelic.		✓		✓	✓	✓	✓	
Internal Communications									
25	Internal awareness of Gaelic provision and GLP	Ensure Gaelic is a regular presence within the internal communications of the Parliament Staff Systems. Currently this includes the Corporate Bulletin, the Intranet and the Chief Executive's monthly report to the SPCB. Regular Gaelic spotlight features in the Corporate Bulletin and intranet to publicise Gaelic learning opportunities and Gaelic medium education in addition to Parliamentary Gaelic services.		✓						P&C
26		Attend all SPCB office team meetings to do presentation on GLP and communications support and offer some basic Gaelic training within the life of this plan.		✓	✓	✓	✓	✓		Outreach All offices
27		Staff induction includes awareness of Gaelic plan within its presentation		✓						Outreach All offices
28		Investigate producing Gaelic awareness stalls/pop-ups/sessions/newsletter content for internal audiences – e.g. food related for canteen, tailored sessions for staff networks – e.g. sustainability, LGBT terminology.				✓				Outreach
29		In addition to raising Gaelic presence on intranet as per other commitments, we will create a Gaelic presence on the new Scottish Parliament intranet to			✓					P&C Outreach

		increase internal awareness about Gaelic and the GLP.						
CP		Raise awareness about availability of Gaelic ICT resources including Windows apps in Gaelic, use of Gaelic on keyboards and encourage uptake.	✓					Outreach P&C BIT

CORPUS

Rationale:
The development of Gaelic in this sector is vital to the future of Gaelic in Scotland. Attention to this will allow Gaelic to develop new terminology and registers, leading to greater relevance and consistency. For these reasons, steps will be taken to ensure the continued development of the Gaelic language.

> **The SPCB recognises the importance of developing the Gaelic language to ensure that it is fit for all appropriate purposes and for use in the growing range of contexts in which it features.**

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
Adhere to the Gaelic Orthographic Conventions									
CP	The SPCB will adhere to Gaelic Orthographic Conventions	The SPCB ensure that all our written Gaelic follows the newest Orthographic Conventions (GOC)	✓						Outreach
Observation of correct place names									
CP	The SPCB will ensure that the correct forms of place-names are used	The SPCB uses place name forms recommended by *Ainmean-àite na h-Alba*	✓						Outreach
CP		The SPCB participates in the work of *Ainmean-àite na h-Alba*	✓						Outreach
30		We will commission Ainmean-àite na h-Alba to research the correct Gaelic form of place names appearing in Parliamentary publications/social media which are not yet in the Gaelic placenames database		✓					Outreach
Translation aiservice standards									
CP	Maintain a high level of translation standards	The SPCB has a stand-alone contract for Gaelic translation to ensure quality	✓						Outreach Procurement
CP		All translations are proofed in-house to ensure quality and compliance with GOC. We will review our investment in proofing to free up staff capacity for new commitments in this GLP whilst retaining quality.	✓						Outreach
31		We will use a Computer Aided Translation tool (CAT tool) to		✓					Outreach

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
		ensure consistency of translation							

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
32		Investigate whether the Gaelic Content of the Official Report can be archived in appropriate Gaelic archives.			✓				Outreach OR

MAINSTREAMING

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
33		GLP3 said: Project planning process will prompt question of role of Gaelic within project initiation state. This is now updated to be included in 2023's work on the organisation's EQIA form being undertaken by the Public Engagement Group. EQIAs are used by all projects and more widely by the organisation for assessing policies. This is therefore an amended target and listed as new.		✓					Outreach
34	Gaelic mainstreamed and normalised in the work of the SPCB	In GLP 3 we said: Gaelic Working group to implement Gaelic Plan and ensure mainstreaming of Gaelic in the work of the Parliament. Over the duration of the plan, we will seek to transition the existing Gaelic Working Group into a formal diversity and inclusion network in order to embed Gaelic in our corporate thinking on equalities. We are reviewing how best to take this forward based on hybrid working and wider language context. We are investigating establishing a Languages Network including Gaelic, BSL and other languages.		✓					P&C Outreach Reps from different offices
CP		Produce quarterly compliance report on Gaelic Language Plan Implementation to Leadership Group.	✓						Outreach
CP		Review the delivery plan for the GLP on a six month basis, ensuring our programme of works looks 12 months	✓						Outreach

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead
		ahead at all times. This will enable services to be reviewed in light of experience and best capture our priorities on a rolling basis.							
CP		Ensure Gaelic commitments under the Gaelic plan are included in Office Plans.	✓						Finance
CP		Work with our Procurement team to consider opportunities to build Gaelic requirements into relevant contracts as part of the tendering process.	✓						Procurement
CP		Offer information about Gaelic in Scottish Parliament as optional part of International Relations Office programme for visitors from countries/regions with a regional or minority language (e.g. Nova Scotia, Republic of Ireland, Northern Ireland, Isle of Man, Wales, Basque Country, Catalonia etc)	✓						IRO
CP		Providing ongoing support to the Lobbying Register with using Gaelic in the register's work and its communication and promotion.	✓						Lobbying Register
CP		Provide ongoing support to the staff working on Scotland's Futures Forum ensuring they are able to effectively integrate Gaelic into their work programme and in their communications and promotional materials.	✓						Futures Forum

PARLIAMENTARY BUSINESS

No.	Outcome	Activity	Ongoing	1	2	3	4	5	Lead

Note: The Standing Orders of the Scottish Parliament establish how languages can be used in the Debating chamber and committees. The SPCB's Language Policy sets out the principles we are delivering to. This includes the following:

- Practical support is provided to enable Members to use Gaelic for parliamentary business related purposes
- Committee reports or Bills can be published in Gaelic with the approval of the Head of Chamber and Reporting
- Proposals for bills, motions, amendments and questions can be submitted with a Gaelic translation. The translation will be published with the English version
- MSPs may use Gaelic in debates with prior approval of the Presiding Officer or in Committees with the Convener's approval
- Committee witnesses may give oral evidence at a meeting in Gaelic with the prior approval of the Convener
- Anyone invited to address the Parliament can do so in Gaelic with prior approval from the Presiding Officer
- Where Gaelic is used in debates or committees, the Gaelic text appears in the Official Report ahead of the report of the English interpretation

		The SPCB provides resources to support MSPs in carrying out their duties as Members. This includes translation and interpretation services paid for through their office Expenses, advice is available from SPCB staff							

No.	Category	Description							Bodies
35		**Simultaneous Interpreting:** The Scottish Parliament has hardwired simultaneous interpreting equipment available in the Chamber and in two committee rooms to facilitate interpreting. The introduction of hybrid meetings has presented technical challenges with providing interpreting for meetings of this type. However, the Parliament is committed to ensuring that Gaelic interpreting is facilitated in Parliamentary business. During the time of this plan we will: • Ensure that Gaelic interpreting is compatible with members participating remotely in hybrid meetings. • Explore ways of making Gaelic interpreting available for hybrid committee meetings. • Investigate possibility of using remote interpreting for Parliamentary business. • Investigate holding a training event for Gaelic interpreters possibly with involvement of local authorities or other Parliaments/Assemblies using simultaneous interpreting.		✓	✓	✓	✓	✓	Broadcasting Public Info Outreach Broadcasting Official Report External bodies
CP	Use of Gaelic encouraged in Parliamentary Business	**Parliamentary Business**: Publicise procedures for using Gaelic in parliamentary business products (correspondence, translations of motions, questions, amendments; speaking Gaelic in chamber/committee, translations of bills and committee reports) including accessing and paying for translations.	✓						Committee Office Chamber Office Public information P&C Allowances
36		Using the agreed guide under objective 21 to produce a guidance document to Committees and Members as to when they might consider Gaelic translation of Committee Reports (in full or part), or other Gaelic materials.			✓				Outreach Committee Office

	Theme	Action							Responsibility
37		Members submitting proposals for Members' Bills may choose to publish documentation such as consultation papers or consultation analyses about their proposed bills in Gaelic in addition to English or to produce Gaelic summaries. NGBU make Members' aware of this and how they can arrange translation.		✓					Non-Government Bills Unit
38		Create a Gaelic translation for Members on style for questions and motions	·		✓				Outreach Chamber Office
39		Gaelic versions of SPICe briefings will be produced for subjects related to Gaelic or likely to be of particular interest to Gaelic speakers. Materials for Debate for MSPs will be produced in Gaelic for Gaelic related debates.		✓					SPICE
40		The use of Gaelic is facilitated and encouraged on online engagement platforms (we currently use Your Priorities and Citizen Space)		✓					PACT
CP	Visible and audible normalisation of Gaelic as a core element in the SPCB's functions	Publicise the support available to Members through the Members' Expenses scheme for Gaelic translation. Prepare advice for Members on sourcing translation.

Develop stock Gaelic phrases and any appropriate templates that include Gaelic for optional use on MSP surgery posters, adverts, newsletters, twitter cards and annual reports. | ✓ | | | | | | Allowances Outreach |
CP		Time for Reflection is delivered in Gaelic at least once per session	✓						Chamber Office
CP		Record use of Gaelic in parliamentary business (chamber, committee, motions, questions.	✓					·	Outreach
CP		Material for witnesses makes sure that committee witnesses are aware that they may give oral evidence in Gaelic (with prior agreement of convener). This is supported by information on how to support witnesses and process written evidence in the Clerking Manual.	✓						Committee Office
CP		We ensure that Gaelic is used where appropriate in informal committee engagement activities undertaken.	✓						PACT Committee Office Outreach
CP		Some calls for evidence are published in Gaelic to encourage engagement with committees in Gaelic.

We will use prioritisation criteria produced for Gaelic translation to decide which are translated. | ✓ | | | | | | PACT Committee Office Outreach |

Key to offices:

BIT = Business Information Technology
CE = Chief Executive's Office
EET = Events & Exhibitions Team
FM = Facilities Management
IRO = International Relations Office
PACT =Participation and Communities Team
P&C =People and Culture
PCO = Parliamentary Communications Office
PO = Presiding Officer
PIR = Public Information and Resources
SPICe = Scottish Parliament Information Centre
VS = Visitors' Services

IMPLEMENTATION AND MONITORING

TIMETABLE

This Gaelic Language Plan will formally remain in force for a period of five years from the date it was approved by Bòrd na Gàidhlig. By no later than the end of this period, we will review the Plan, make such amendments as necessary and submit it to the Bòrd for approval.

In the section, *Plan Commitments*, we have set out the individual target dates for when we expect to implement specific commitments.

PUBLICISING THE PLAN

EXTERNAL

The Scottish Parliamentary Corporate Body Gaelic Language Plan will be published bilingually on the Scottish Parliament website. A communications plan will be developed which will use a variety of techniques and approaches to raise awareness of the plan. This will include internal communications (such as promotion to MSPs and their staff) and external communications, including digital engagement and promotion. This is likely to include the use of:

- our website and our corporate and Gaelic social media accounts
- our eBulletin
- promotion to Gaelic organisations and other interested bodies
- providing printed copies of the Plan on request.

INFORMING OTHER ORGANISATIONS OF THE PLAN

As well as the work outlined above, our comms plan will ensure we inform onsite and other relevant contractors of the existence of our Gaelic Language Plan via contract managers.

INTERNAL

Our comms plan will cover internal comms as well and will publicise the publication and ongoing implementation of our Plan internally among MSPs and staff members at all levels through:

- Our intranet and Corporate Bulletin
- Gaelic awareness training for staff and contractors
- Activities within the campus that are available and promoted internally

RESOURCING THE PLAN

The activities within the Plan will be funded from existing SPCB budgets.

MONITORING THE PLAN

Our plan is monitored for public reporting purposes quarterly to our Leadership Team, and annually to BnG.